

State Procurement Office

14th Floor Capitol Tower, 600 E Boulevard Ave Dept 012, Bismarck ND 58505-0310

A Division of the Office of Management & Budget

Contract Information	
Term Contract Name:	Office Supplies - Writing Instruments
Term Contract Number:	620
Contract Period:	11/01/2006 through 10/312007
Contract Administrator:	Dillys Bach
Phone Number:	701-400-4589
Fax Number:	701-328-0109
Contractor Information	
Contractor Name:	Brown & Saenger 1409 C Avenue PO Box 84040 Sioux Falls, SD 57118-4040
Service Representative:	Lyle Dabbert
Toll Free Telephone Number:	800-952-3509
Telephone Number:	605-336-1960
Fax Number:	605-332-0963
Email Address:	ldabbert@brown-saenger.com
Freight Charges and Delivery: Delivery is to be F.O.B. Destination, any North Dakota location. The freight is to be included in the price of the products. Title will pass to Purchasing Agency upon delivery to the specified destination.	
The contractor shall make delivery of commodities ordered under this contract as follows: <ul style="list-style-type: none">• Delivery must be made within fourteen days (14) after receipt of the purchase order. If delivery requirements cannot be met within the specified time, the vendor must notify the purchasing agency in writing of the delay and the approximate date delivery may be expected.	
Purchasing Cards: The procuring agency may place orders by issuance of a purchase order or may elect to place an order and make payment using a purchasing card. The contractor will accept a purchasing card without passing the processing fees for a purchase card back to the procuring agency.	
General Terms and Conditions:	
Title: Title to items ordered shall not pass to the state until the items are received and accepted by the state. The contractor shall be responsible for any loss prior to the actual receipt of the items by the state or its agent.	
Termination, Deliveries: If the contract is terminated for any reason, the contractor is responsible for delivery of all commodities and services ordered prior to the termination, unless those orders had been canceled by the ordering agency.	
Material and Workmanship: All material and workmanship shall be subject to inspection and testing by the state either at: (1) the point of manufacturer, or (2) place of storage, or (3) upon receipt.	
Packaging: All commodities and equipment are to be delivered packaged strongly and securely according to accepted commercial practices.	

Pricing and Tax Information:

Pricing: The price is to be less federal and state taxes, for which exemption certificates will be furnished upon request. Pricing shall be firm for the period of the contract.

Taxes. The State does not pay sales tax or federal excise tax. The state sales tax exemption number is E-2001. The federal tax-free transaction number is 45-70-0010K.

Pricing:

Item No.	Brand Name	Model Number	Description	CSD Code	Unit Price
Group 01 - Pencils, Economy Grade, with eraser, wood cased hexagonal, 12 per pkg.					
1.	Sanford	22420	#2	55412	\$.44/doz.
Group 02 - Mechanical Pencil and lead - slim style, metal tip, lead and pencils 12 per box; Erasers 3 per box.					
2.	Pentel	A315A	Mechanical Pencil, .5MM	55401	\$1.36/each
3.	Pentel	100HB	HB Lead, .5MM	55505	\$.25/box
4.	Pentel	100B	B Lead, .5MM	55503	\$.25/box
5.	Pentel	1002H	2H Lead, .5MM	55502	\$.25/box
6.	Pentel	100H	H Lead, 5MM	55504	\$.25/box
7.	Pentel	A317C	Mechanical Pencil, .7MM	55402	\$1.36/each
8.	Pentel	50-HB	HB Lead, .7MM	55507	\$.35/box
9.	Pentel	50-H	H Lead, .7MM	55506	\$.35/box
10.	Pentel	Z2-1	Erasers	55603	\$.58/box
Group 03 Felt Tip Markers - Fine Point with Cap and Clip, 12/BX					
11.	Sanford	38013	Blue	52204	\$1.50/box
12.	Sanford	38012	Red	52206	\$1.50/box
13.	Sanford	38011	Black	52220	\$1.50/box
Group 04 - Rolling Marker Pen - Non-refillable, 12 per box. Medium Point					
14.	Pentel	R88A	Black	55133	\$.22/each
15.	Pentel	R88C	Blue	55131	\$.22/each
16.	Pentel	R88B	Red	55132	\$.22/each
Group 05: Extra Fine Point Marking Pens - .78mm point, Washable Ink, with Metal Point Guard, 12 per box					
17.	Sanford	33061	Black	55123	\$.12/each
18.	Sanford	33063	Blue	55121	\$.12/each
19.	Sanford	33062	Red	55122	\$.12/each
Group 06: Micro Rolling Ball Pens - Brass Point with Tungsten Ball, 0.2MM point pocket clip, 12 per box					
20.	Sanford	60151	Black	55143	\$.52/each
21.	Sanford	60153	Blue	55141	\$.52/each
22.	Sanford	60152	Red	55142	\$.52/each
Group 07: Ball Point Pens - retractable, soft feel, no slip rubberized barrel, 12 per box					
23.	Sanford	63101	Blue Medium	55124	\$3.96/dz
24.	Sanford	63601	Blue Fine	55125	\$3.96/dz
25.	Sanford	63301	Black Medium	55126	\$3.96/dz
26.	Sanford	63801	Black Fine	55127	\$3.96/dz
27.	Sanford	63201	Red Medium	55128	\$3.96/dz
28.	Sanford	63701	Red Fine	55129	\$3.96/dz
Group 08: Dry Erase Markers and Eraser - Low Odor - Chisel Point					
29.	Sanford	80001	Black	52803	\$.61/each
30.	Sanford	80074	Set of 4 Black, Red, Blue, Green	52814	\$2.44/set

31.	Sanford	81505	Eraser for Dry Erase Marker	55901	\$1.34/each
Group 09: Highlighting Markers - Broad Stroke, Chisel Point, Read-Through Color Type, 12 per box					
32.	Sanford	64326	Yellow	52301	\$.11/each
33.	Sanford	64327	Pink	52302	\$.11/each
34.	Sanford	64329	Green	52303	\$.11/each
35.	Sanford	64328	Blue	52304	\$.11/each
36.	Avery	29548	Fluorescent Pen Style Highlighters 4 different colors per set	52313	\$3.34/set
Group 10: Permanent Ink Markers - Plastic Container, Approximately 5" Long, Disposable, Felt Tip, Non-Toxic, 12 per box					
37.	Sanford	33001	Black Fine Point	52420	\$.72/each
38.	BIC	GPMM11-BK	Black Wide Point	52520	\$.42/each
Group 11: Roller Pen, Micro-fine Line, Metal Tip 12 per box					
39.	Pentel	R804B	Red Micro-fine	55136	\$.25/each
40.	Pentel	R804C	Blue Micro-fine	55135	\$.25/each
41.	Pentel	R804A	Black Micro-fine	55137	\$.25/each
Group 12: Wide Body Pens, Retractable, Extra Wide Cushioned barrel to reduce finger fatigue 12 per box					
42.	BIC	SCWB11BE	Blue Medium	55147	\$.44/each
43.	BIC	SCWB11BK	Black Medium	55149	\$.44/each
44.	BIC	SCWB11RD	Red Medium	55151	\$.44/each
Group 13: Industrial Marker, Fine Point, for use on metal, glass, film and plastic 12 per box.					
45.	Sanford	30001	Black Fine Point	52100	\$.46/each
Group 14: Rollerball Gel Pen, Medium Point, Wide Body					
46.	Zebra	44110	Black Med Point	55115	\$.63/each
47.	Zebra	44130	Red Med Point	55114	\$.63/each
48.	Zebra	44120	Blue Med Point	55113	\$.63/each
Group 15: Retractable Gel Ink Pens, Soft Rubber Grip, Fine Point					
49.	Zebra	46720	Blue Fine Point	55116	\$.57/each
50.	Zebra	46730	Red Fine Point	55117	\$.57/each
51.	Zebra	46710	Black Fine Point	55118	\$.57/each